

Master of Science in Life Sciences: Recommendations for exams in cooperation modules

Written examinations

General

- Written exams of the cooperation modules take place on site at the respective school (paper exams, Moodle exams, ...). Any exceptions will be announced by email or on the corresponding Moodle course page.
- The module coordinator will provide information about the exam format through the designated Moodle course page (e.g., platform/tool, type of exam, types of question etc.) – please read these instructions carefully.

Examination procedure

- A personal identity document (ID) must be placed at the front of your table as proof of identity. ID checks will be performed.
- Prior to the examination, all non-permitted electronic devices must be switched off and stored in a bag. This also includes smartphones and smart watches.
- The use of unauthorized aids and technologies or conduct in breach of discipline, will lead to exclusion from the current examination, the awarding of a grade of 1.0 (or the mark “failed”) and, if applicable, the initiation of disciplinary proceedings.
- In the event of illness, students must notify both the respective administration office and the relevant lecturer of their absence from the exam. A proof of absence must be submitted according to the regulations of the corresponding school.
- If you report during or after the examination that you felt mentally or physically unwell while taking the examination, you will not be entitled to a retake.
- Non-attendance of any assessment procedure without valid reason according to the study regulation of the corresponding schools counts as a failure, for which a grade of 1.0 or “fail” will be awarded.
- An examination that has been submitted is considered complete and will be assessed, even if students request a justified absence (e.g., retrospective presentation of a medical certificate).
- Dishonesty: Communication between students during the exam is strictly prohibited. Students must solve the exam on their own. Furthermore, they are not permitted to share their personal login details.
- Proven dishonesty or cheating results in a failed attempt (grade 1.0 or "fail"). Lecturers may use plagiarism detection software.

Additional information for online examinations

- You will be given access to the examination if you are registered for the module being examined.
- It is your responsibility to ensure that the exam starts on time. If it is not accessible at the scheduled start time, please contact the supervisor or lecturer immediately.
- Approved compensations for disadvantages in the relevant semester are taken into account through an extension of time granted by the lecturer in Moodle.

- On-site online exams are conducted on students' own devices (BYOD). A touchscreen is not required.
- Students are responsible for ensuring that their technology is functioning properly (personal hardware, software, ...).
- If the exam is cancelled due to a general technical breakdown affecting all (or the majority of) students, an alternative exam date will be arranged promptly after consultation with the programme directors. This attempt will not count.
- Google Chrome or Firefox browser are recommended for taking the exam in Moodle. Safari, Edge or Internet Explorer are not recommended.
- Please ensure that you are using the latest version of your browser for online distance examinations.
- From an organisational point of view, providing live support for students during the examination is not feasible: It is difficult, if not impossible, to respond to reported technical problems individually, in a timely manner and in an equal way. This applies especially to larger classes.
- Technical problems:
 - If there is a problem with your personal hardware/software or internet connection:
 - 1. Write down the exact time.
 - 2. Document the problem (e.g. with a screenshot)
 - 3. Try to solve the problem independently for 15 minutes e.g. update browser page (usually F5), restart browser, reconnect WLAN, restart PC.
 - 4. If the problem cannot be solved within 15 minutes, cancel the exam and report the problem immediately to the lecturer.